



Faculty Affairs Manual

College of Medicine

PNU

2020

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1. About the College:

The College of Medicine was established at Princess Nourah bint Abdulrahman University upon the approval of the Custodian of the Two Holy Mosques King Abdullah bin Abdul Aziz on 22/5/1433 AH.

2. Introduction:

By virtue of the royal approval of the Custodian of the Two Holy Mosques; King Abdullah bin Abdul Aziz, the College of Medicine at Princess Noura bint Abdulrahman University (PNU) was established in 1433 AH. PNU College of Medicine, which is unique in the Kingdom of Saudi Arabia, being dedicated to female students. The College seeks to achieve excellence and leadership locally, regionally, and internationally in the fields of medical education, scientific research, local and international partnership and cooperation, and community service.

College Vision:

To be a global and local guiding light in the field of medical education, scientific research, and health and community services.

College Mission:

To improve the level of health in Kingdom of Saudi Arabia by preparing distinctive female physicians who are qualified with the principles of international medical skills, which is accomplished by integrating education and research in an inclusive and innovative learning environment, and play an effective role in serving the community.

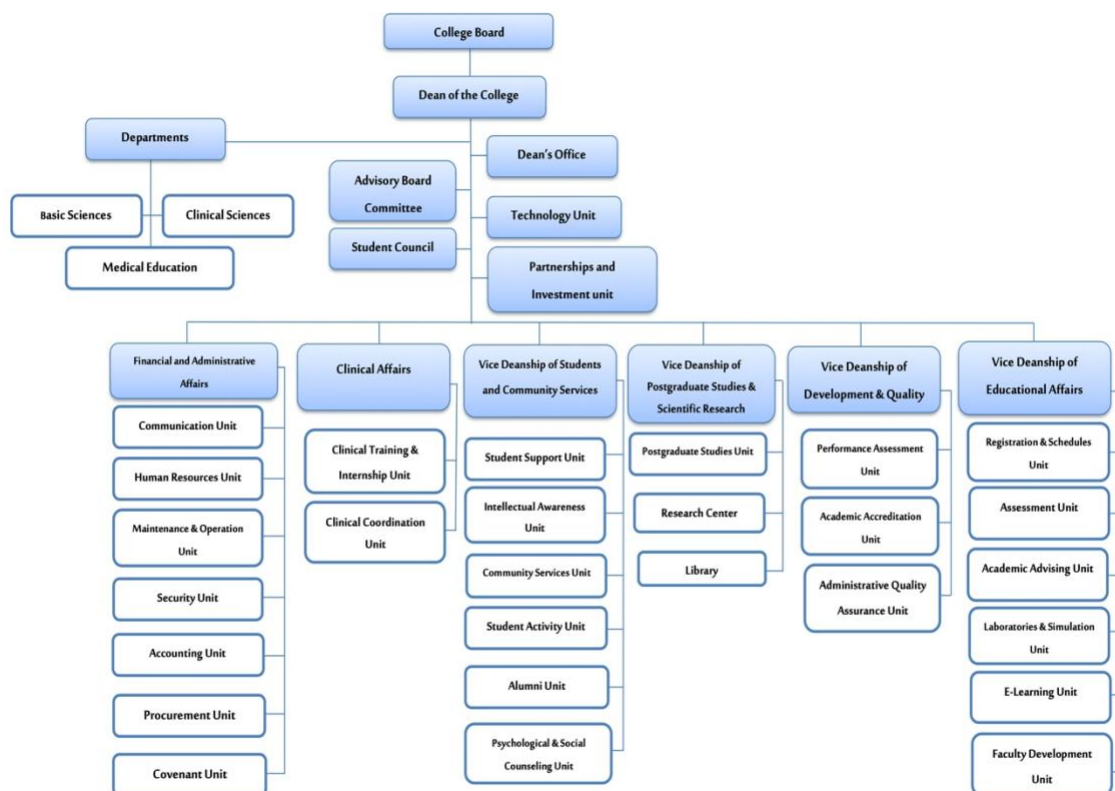
College Goals & Objectives:

1. Providing a distinguished scientific environment that is able to educate and train the students and that has the potential and high qualifications in accordance with the standards of international medical education.
2. Enabling students, the skills of continuous self-learning and higher thinking skills
3. Preparing outstanding female physicians who are qualified for medical practice in accordance with the regulations and professional ethics.
4. Research excellence in medical education and health sciences.
5. Writing, translating and disseminating knowledge in the medical practice.
6. Application of the principles of preventive medicine, health promotion and spreading awareness of those principles in the community.
7. Providing high quality educational program for undergraduate and postgraduate studies in the field of medicine, consistent with local and global standards.



8. Improving the performance of the administrative and academic staff by achieving job satisfaction and stability and skills development programs.
9. Establishing partnerships with community, research, and educational institutions at the local and international levels.

3. Organizational Structure:



4. Graduates Attributes:

Medical bachelor's degree graduates after completion of medical program should demonstrate the following:

1. Medical knowledge and skills

An up to date, comprehensive knowledge in theoretical and practical skills of all aspects of medical fields, those are required for effective practice of medicine

2. Problem solving skills

The ability to investigate complex problems and develop creative solutions with limited guidance, using insights from their own and other related fields of study.



3. Leadership and collaboration

The ability to work in team or multidisciplinary team as a leader or team member to provide their patients with best health care services.

4. Research skills

Skills in research and in accessing, appraising and applying current best evidence with efficient use of medical resources

5. Islamic values, ethics and professionalism

Demonstration of high level of ethical and responsible behavior consistent with Islamic values and beliefs and reflecting high levels of loyalty, responsibility and commitment to service to society.

6. Patient safety

A commitment to patient safety by improving the quality of health care and reducing medical errors and not to ignore the importance of knowing their limits and seek help when needed

7. Community oriented

A commitment to the population, as well as individual health by practicing preventive medicine and health promotion.

5. Admission Requirements:

- Admission to each health college directly.
- Adoption of composite ratio (30% secondary school 30% capacity 40% summative).
- Composite ratio of not less than 85%.
- Pass a test to determine the level of English or bring proof of the level of English.

TOFEL class equal to 4 or equivalent to TOFEL IELTS for one student tests).

STEP, proficiency for English.

- Pass the personal interview.
- Pass the medical examination.
- Pass the foundation year of health colleges at a high rate.

🚩 Academic degrees given by the College:

Bachelor of Medicine Bachelor of Surgery (MBBS).

🚩 Study system:

Annual.

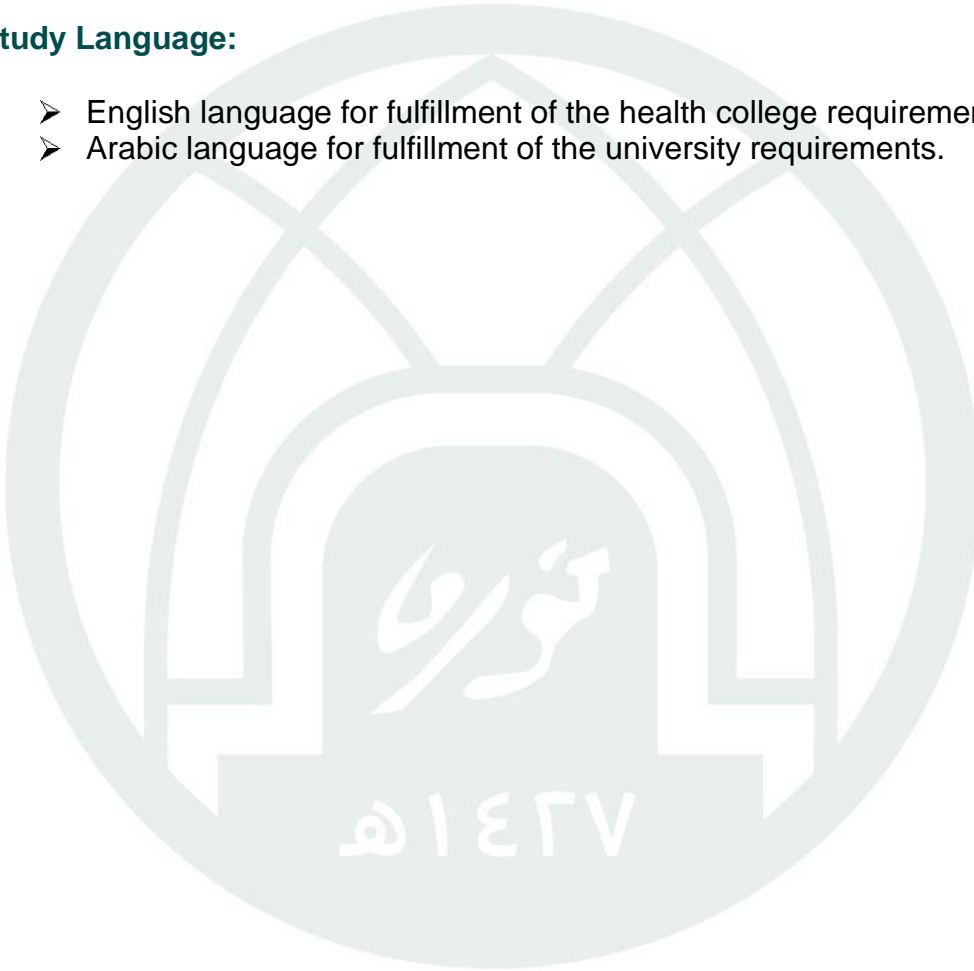


✚ **Job opportunities:**

- Qualified female doctors from college of medicine, would be able to serve in both health and medical education sectors, their scope of work will encompass public as well as private institutions.
- Researchers in different health related fields including preventive, diagnostic and therapeutic sciences.

✚ **Study Language:**

- English language for fulfillment of the health college requirements.
- Arabic language for fulfillment of the university requirements.





6. Program Learning Outcomes (PLOs):

A PNU Medical graduate should be able to demonstrate:

1. Knowledge:

1.1 Describe the normal structure, function and development of the human body at all stages of life and the interactions between different body parts.

1.2 Identify the etiology, risk factors, pathogenesis, symptoms, signs, natural history, diagnosis, management and prognosis of diseases associated with mental and physical illness in children, adolescents, adults and the elderly.

1.3 Outline the basic issues for health promotion and prevention of disease and disabilities and recognize the importance of community-based approaches for health care improvement.

1.4 Identify the principles of ethics that relate to health care and the legal responsibilities of the medical profession.

1.5 Describe cultural and social factors affecting human wellbeing, and the interactions with their social and physical environment.

1.6 Describe how the healthcare system works in Saudi Arabia.

2. Skills:

2.1 Demonstrate history taking skills from patients and their relatives.

2.2 Interpret and integrate results of history, physical examination and common investigation to diagnose different diseases.

2.3 Acquire and implement new knowledge, with adaptation to changing circumstances in order to ensure that patients receive the highest level of professional care.

2.4 Apply problem-solving skills, critical thinking, literature research and scientific methods by an inquisitive approach.

2.5 Create management plan for common conditions including pharmacological, physical, nutritional and psychological therapies according to principles of evidence-based medicine.

2.6 Demonstrate basic research skills and scholarly behavior.



2.7 Report and present comprehensive information in an oral and written manner in different settings.

2.8 Communicating effectively with patients, their relatives, and other health care professional (e.g., counseling and health education).

2.9 Demonstrate the ability to use different learning resources effectively, including electronic resources.

2.10 Apply the basic mathematical and statistical techniques in research projects and practice.

2.11 Perform both effective and accurate comprehensive or focused physical examinations for all patients' age groups.

2.12 Demonstrate appropriate technique for performing routine clinical procedures of common medical and surgical problems.

3. Competencies:

3.1 Contribute constructively to a group, respecting and cooperating with their colleagues, seniors and other healthcare professionals.

3.2 Maintain high quality of recording patient's data with full maintenance of confidentiality and awareness of legislation governing access to medical records and data.

3.3 Demonstrate professional attitudes and acceptance of the codes of professional practice by behaving ethically and safely at all time.

3.4 Recognize own personal and professional limits and seek help from colleagues and supervisors when necessary.



7. The Study Plan:

The Study Plan of bachelor's degree in college of medicine consists of (221) credit hours which are distributed as the following:

The requirements		Number of credit hours
University requirements		12 credit hours
Health college requirements	Obligatory	31 credit hours
Program requirements	Obligatory	172 credit hours
	Elective	6 credit hours
Total		221 credit hours

University requirements:

The courses that all university students in all colleges should study which are 6 courses that encounter for 12 credit hours, are distributed as the following:

Course name	Code\No	Hours number			CR	Prerequisite
		LT	practice LB	Training TR		
1 Islamic Culture (1)	ISLS 101	2	-	-	2	-
2 Islamic Culture (2)	ISLS 202	2	-	-	2	ISLS 101
3 Islamic Culture (3)	ISLS 303	2	-	-	2	ISLS 101
4 Islamic Culture (4)	ISLS 404	2	-	-	2	ISLS 101
5 Arabic Composition	ARAB 101	2	-	-	2	-
6 Language Skills	ARAB 202	2	-	-	2	-
Total		12 credit hours				



Health colleges requirements:

The common courses for all health colleges, which are (10 courses) encounter for 31 credit hours, distributed as the following:

Course name	Code\No	Hours number			CR	Prerequisite
		LT	practice LB	training TR		
1 English for Health Programs (1)	HFSE 104	15			6	-
2 English for Health Programs (2)	HFSE 206	15			6	-
3 Physics for Health Programs	HFSP 101-1	2	2	-	3	-
4 Chemistry for Health Programs	HFSC 101-1	2	2	-	3	-
5 Introduction to Biostatistics	HFSM 161-1	1	2	-	2	-
6 Biology for Health Programs	HFSB 101-1	2	2	-	3	-
7 Introduction to health Professions	HFSI 101	1	-	-	1	-
8 Human Biology for Health Programs	HFSB 102-1	2	2	-	3	-
9 Math for Health Programs	HFSM 101-1	1	2	-	2	-
10 Medical Terminology	ENGL 207M	2	-	-	2	-

Total

31 credit hours



MBBS Program requirements:

These are (32) courses, encounter for (178) credit hours,
all are obligatory:

Course name	Code\No	Hours number			CR	Prerequisite	
		LT	practice LB	training TR			
1	Learning Skills	SKLL 101	2	-	-	2	-
2	Foundation Block	FOND 111	6	8	-	10	-
3	Respiratory Block	RESP 112	3	2	-	4	-
4	Cardiovascular Block	CARD 113	5	4	-	7	-
5	Renal Block	REN 114	3	2	-	4	-
6	Musculoskeletal Block	MUSC 115	4	4	-	6	-
7	Medical Professionalism	SKLL 221	6	-	-	6	-
8	Nervous System Block	NERV 222	8	8	-	12	-
9	Gastrointestinal & Hematology Block	GITN 223	3	2	-	4	-
10	Reproduction Block	REPR 224	4	4	-	6	-
11	Endocrine Block	ENDO 225	4	4	-	6	-



12	Community Medicine	COMM 311	4	-	-	4	SKLL 101 FOND 111 RESP 112 CARD 113 REN 114 MUSC 115 SKLL 221 NERV 222 GITN 223 REPR 224 ENDO 225
13	Forensic Medicine & Toxicology	FORM 321	2	-	-	2	
14	Internal Medicine	MED 341	5	10	-	10	
15	Medical Research	CMED 304	-	12	-	6	
16	Medical Radiology & Body Imaging	RAD 365	-	4	-	2	
17	General Surgery	SURG 351	4	8	-	8	
18	Medical Informatics	CMI 301	1	2	-	2	
19	Ethics of Muslim Physician	CMED 395	3	-	-	3	-
20	Primary Health Care	COMM 421	2	8	-	6	COMM 311 FORM 321 MED 341 CMI 301 CMED 304 RAD 365 SURG 351 CMED 395
21	Orthopedics	SURG 452	2	8	-	6	
22	Basics of anesthesia	CMED444	1	6	-	4	
23	Obstetrics & Gynecology	GYN 481	2	12	-	8	
24	Ophthalmology	OPT 432	1	6	-	4	
25	Otorhinolaryngology	ORL 431	1	6	-	4	
26	Psychiatry	PSYC 462	2	4	-	4	
27	Dermatology	DEM 493	-	4	-	2	
28	Elective Studies 1	ELC 101	-	6	-	3	
29	Internal Medicine Practice	MED 541	-	20	-	10	
30	Pediatrics	PED 573	2	16	-	10	COMM 421 SURG 452 CMED444 GYN 481 OPT 432 ORL 431 PSYC 462 DEM 493 ELC 101
31	General Surgery & Anesthesia Practice	SURG 551	2	16	-	10	
32	Elective Studies 2	ELC 102	-	6	-	3	



The study plan of bachelor's degree in college of medicine:
Foundational year
First level

Course name	Code\No	Hours number			CR	Prerequisite	
		LT	practice LB	training TR			
1	Islamic Culture (1)	ISLS 101	2	-	-	2	-
2	English for Health Programs (1)	HFSE 104	15		-	6	-
3	Physics for Health Programs	HFSP 101-1	2	2	-	3	-
4	Biology for Health Programs	HFSB 101-1	2	2	-	3	-
5	Math for Health Programs	HFSM 101-1	1	2	-	2	-
6	Medical Terminology	ENGL 207M	2	-	-	2	-
Total			18 credit hours				

Foundational year
Second level

Course name	Code\No	Hours number			CR	Prerequisite	
		LT	practice LB	training TR			
1	Islamic Culture (2)	ISLS 202	2	-	-	2	ISLS 101
2	Arabic Composition	ARAB 101	2	-	-	2	-
3	English for Health Programs (2)	HFSE 206	15		-	6	-
4	Introduction to Health Professions	HFSI 101	1	-	-	1	-
5	Human Biology for Health Programs	HFSB 102-1	2	2	-	3	-
6	Chemistry for Health Programs	HFSC 101-1	2	2	-	3	-
7	Introduction to Biostatistics	HFSM 161-1	1	2	-	2	-
Total			19 credit hours				



The study plan for bachelor's degree in college of medicine
First year

Course name	Code\No	Hours number			CR	Prerequisite	
		LT	practice LB	training TR			
1	Learning Skills	SKLL 101	2	-	-	2	-
2	Foundation Block	FOND 111	6	8	-	10	-
3	Respiratory Block	RESP 112	3	2	-	4	-
4	Cardiovascular Block	CARD 113	5	4	-	7	-
5	Renal Block	REN 114	3	2	-	4	-
6	Musculoskeletal Block	MUSC 115	4	4	-	6	-
7	Islamic Culture (3)	ISLS 303	2	-	-	2	ISLS 101
8	Language Skills	ARAB 202	2	-	-	2	-
Total			37 credit hours				

Second year

Course name	Code\No	Hours number			CR	Prerequisite	
		LT	practice LB	training TR			
1	Medical Professionalism	SKLL 221	6	-	-	6	-
2	Nervous System Block	NERV 222	8	8	-	12	-
3	Gastrointestinal & Hematology Block	GITN 223	3	2	-	4	-
4	Reproduction Block	REPR 224	4	4	-	6	-
5	Endocrine Block	ENDO 225	4	4	-	6	-
6	Islamic Culture (4)	ISLS 404	2	-	-	2	ISLS 101
Total			36 credit hours				



Third Year

Course name	Code\No	Hours number			CR	Prerequisite	
		LT	practice LB	Training TR			
1	Community Medicine	COMM 311	4	-	-	4	SKLL 101 FOND 111 RESP 112 CARD 113 REN 114 MUSC115 SKLL 221 NERV 222 GITN 223 REPR 224 ENDO 225
2	Forensic Medicine & Toxicology	FORM 321	2	-	-	2	
3	Internal Medicine	MED 341	5	10	-	10	
4	Medical Research	CMED 304	-	12	-	6	
5	Medical Radiology & Body Imaging	RAD 365	-	4	-	2	
6	General Surgery	SURG 351	4	8	-	8	
7	Medical Informatics	CMI 301	1	2	-	2	-
8	Ethics of Muslim Physician	CMED 395	3	-	-	3	-

Total

37credit hours



Fourth year

Course name	Code\No	Hours number			CR	Prerequisite	
		LT	practice LB	training TR			
1	Primary Health Care	COMM 421	2	8	-	6	COMM 311 FORM 321 MED 341 CMI 301 CMED 304 CMED 395 RAD 365 SURG 351
2	Orthopedics	SURG 452	2	8	-	6	
3	Basics of Anesthesia	CMED 444	1	6	-	4	
4	Obstetrics & Gynecology	GYN 481	2	12	-	8	
5	Ophthalmology	OPT 432	1	6	-	4	
6	Otorhinolaryngology	ORL 431	1	6	-	4	
7	Psychiatry	PSYC 462	2	4	-	4	
8	Dermatology	DEM 493	-	4	-	2	
9	Elective Studies 1	ELC 101	-	6	-	3	
Total						41 credit hours	

Fifth year

Course name	Code\No	Hours number			CR	Prerequisite	
		LT	practice LB	training TR			
1	Internal Medicine Practice	MED 541	-	20	-	10	COMM 421 PSYC 462 SURG 452 ORL 431 CMED 444 GYN 481 DEM 493 OPT 432 ELC 101
2	Pediatrics	PED 573	2	16	-	10	
3	General Surgery & Anesthesia Practice	SURG 551	2	16	-	10	
4	Elective Studies 2	ELC 102	-	6	-	3	
Total						33 credit hours	



8. Studying Rules and Regulations:

The student is responsible for knowing the study and follow - up system of regulations, including the study plan and graduation requirements in the College of Medicine, which is Based on the list of study and tests in Princess Nourah bint Abdulrahman university.

Attendance :

- The subject coordinator gives initial warning if the absence rate of more than 10% of the total lectures the same course, and a second warning if the percentage of absence is 20% of the total lectures of the course.
- If the percentage of the student's absence from the course is more than 25% without any acceptable excuse, she is not allowed to enter the final test of the course and to be deprived of that course.
- If there is an acceptable excuse and the attendance rate is at least 50%, the student shall submit a request to the College Council and upon approval and approval by the Council, it shall allow the student to enter the final examination.

Withdrawal of studying

- The student may withdraw From a course to five courses at the most for the duration of her studies at the university to submit excuse not later than the tenth week of the semester or the last third of the course before final exams scheduled that's for the short - term courses (4-8 weeks).
- The student may excuse for maximum of two courses in the semester, provided that the number of credit hours remaining is not less than the minimum academic load of 15 units.

Withdraw for the entire academic year:

- The student shall apply for withdrawal according to the form prepared for that purpose
- withdraw for a year of study determined on the years to withdraw not more than two - year non - consecutive terms throughout the stay at the university, and then recorded after that enfolds and the Council of the University exception to that.
- The apology period shall be at least five weeks before the start of the final tests.
- The results of the courses for which the student has been assigned a degree shall be calculated.

Postponement of study

- The student may apply for the postponement of the study before the end of the second week of the start of the study.
- The duration of the postponement shall not be counted within the period necessary for the completion of the graduation requirements. The student in the colleges that apply the annual system shall be entitled to postpone one academic year only.



Drop-out, enrollment and re-enrollment

- If a regular student stops studying for a semester without a request for postponement, her enrollment is canceled from the university.
- If a student fails to attend all the courses of the semester, or when she is present for three weeks at most in the semester she is counted as a drop out.
- the course coordinator raises the names of the students who dropped out from attending the course to the head of the department followed by scheduled starting from the fourth week and a maximum of the end of the ninth week.
- The College Council starts from the fifth week of the semester depends on the enrollment of female students who are dropped out of the study and submits to the Deanship of Admissions and Registration.
- The dropped out student should apply to the Deanship of Admissions and Registration shall apply to the Deanship of Admissions and Registration to apply for re-enrollment through self-service, provided that it is within four semesters (or two academic years for colleges applying the school year system).The Deanship of Admissions and Registration shall submit applications for re-enrollment to the College for submission to the College and College Boards. The Dean of the College shall inform the Deanship of Admissions and Registration at the decision of the College Council to complete the re-registration procedures on the academic system.

Registration of courses for students with special condition:

- the courses for students with special cases should be recorded in each semester taking in consideration not having any conflict in the school schedule, and that registration in the courses according to schedules and controls of the study plan (previous or concurrent requirements).

The student is allowed to register the course and its requirements if the following conditions are met

- The student should be expected to graduate.
- The College Council shall examine the cases in which a student who failed in a course that has been studied as a requirement is allowed to be dismissed.
- Repentance is not due to deprivation.
- The registration must be through the Deanship of Admission and Registration only and upon recommendation from the student's college.

Expelled from the university

- The student shall be dismissed from the university academically in the following two cases
- If you get two consecutive warnings (the cumulative rate has dropped to 2.5).
- If the student does not complete the graduation requirements during the regular period (maximum period of one and half the program duration with the foundation year



of the health colleges counted), the duration of the medical program is 6 years.

Award of Honor Lists

- The University of Princess Nourah bint Abdulrahman Abdulrahman awards the student upon graduation honors as follows
- The first honorary rank with a cumulative average of not less than (4.75) of (5).
- The second honorary rank with a cumulative average of (4.25) to less than (4.75) of (5).
- The first or second honors requirements as follow: - The student has not failed in any course taught at the university or at another university.
- The student should not exceed the statutory period for completing graduation requirements.
- The student must have studied at the University of Princess Nourah bint Abdulrahman Bent Abdulrahman at least (60%) of the graduation requirements.
- The student should not be separated from the university for disciplinary reasons.

The academic transcript and the method of calculating the GPA

Academic transcript is a statement shows the studying progress of the student, and includes courses studied in each semester with its academic symbols, figures, course units ,and grades of assessments and estimates of its units obtained as the record that shows the quarterly average and the cumulative rate. in addition to the courses that was equivalent for transfer students.

Assessment and Examination Internal Policy & Procedure:

<https://drive.google.com/open?id=17gzTxu3aJXW2dwYLL4mDzM4KirsVjjWm>

9. Students' Rights and Duties Regulation:

<https://www.pnu.edu.sa/en/Deanship/studaffairs/Pages/drds.aspx>

The Rules governing the Protection of Students' Rights and Duties:

<https://www.pnu.edu.sa/en/Deanship/studaffairs/Pages/rgpr.aspx>



10. Faculty Administrative affairs

The college has its Faculty and employee affair unit (e mail address cm-fea@pnu.edu.sa.) that faculty can consult in case of any concerns or inquiries regarding vacation, issuing visa and tickets, contract renewal, salary, faculty performance profile archiving, administrative aspects of faculty recruitment, etc.

The unit works in association with and under umbrella of General directorate of human resource, the later includes the following unit

- Faculty affairs unit
- Contractor affairs unit
- Salary and expenses affairs unit
- Recruitment unit
- Archiving unit
- Promotion unit
- For more information about the above units [click here](#).

11. Scientific research affairs

11.1 At the level of the college:

The Vice Deanship of Scientific Research and Post Graduate studies aims to achieve the vision and objectives of Princess Nourah bint AbdulRahman University in empowering women in their leading role in society through a series of strategic plans developed by the vice rectorate of postgraduate studies and Scientific Researches.

Its objectives aimed at enabling the medical faculty to obtain the best post graduates programs , medical fellowships, Subspecialty, Master's programs and diplomas related to the development of a research plan focusing on adapting scientific research to community service issues and encouraging publication in the scientific indexed publishing vessels by providing the best sources of knowledge (books and references and Electronic resource) and research funds with provision of material ; knowledge through an advisory committee and the creation of channels for scientific research through external and internal partnerships and the development of the skills of the members of the teaching staff through training programs and the attendance of conferences and workshops.

The units related to the vice deanship of Scientific Research and Post Graduate studies.



The Research Center:

The research center of College of Medicine is under the vice deanship of Scientific Research and Postgraduate. It is established to support Princess Nourah University ambition to be one of the top-notch levels of the international university through providing high quality cutting-edge medical research projects.

The research center aims to stimulate college of medicine researchers to excel and innovate in the field of scientific research. It is also interested in encouraging scientific cooperation and inviting distinguished scientific researchers locally and internationally to exchange information and expertise and providing scientific assistance to researchers.

College of Medicine Research Center includes the Scientific Committee which is responsible for reviewing the research proposal prior to their submission to the institutional review board committee in the Deanship of Scientific Research. The Research Center also includes the Statistics Support Unit.

The Research Center is interested in empowering the research skills of the college of medicine faculty members and the students by providing a series of lectures and workshops in research skills development and supporting services in scientific research given by distinguished scientific researchers.

College of medicine research center organizes students scientific research day and encourage students to participate in scientific research. It also provides programs and research opportunities.

Scholarship unit

Scholarship unit was established under section of vice dean of research and higher education after finalizing the organizational structure of college of medicine in 2016 the unit consists of head of scholarship unit and academic advisory unit the main objective of this unit is to have close track of scholar educational curriculum their educational progress financial problems and their needs either extension or scholarship requirements it also take care of them during international problems the unit is a bridge between the scholar and the university it plays role in advising medical students regarding scholarship application.

11.2 At the level of the University:

In addition to the vice deanship of Scientific Research and Postgraduate of the college, at the level of the university.



11.2.1 Associate Deanship of Scientific Research:

Associate Deanship of Scientific Research provides enormous scientific services which include

- Deanship agencies and department including research chairs, research support, and intellectual property management.
- Grants and funds program (more than 8 different funding and scholar program are available)
- Research centers at the university (promising research center of social research, Colleges research centers)
- Scientific research services center
- For more information about Associate Deanship of Scientific Research [click here](#)

11.2.2 Vice rectorate of Scientific Research:

For more information about **Vice rectorate of Scientific Research** [click here](#)

12- Promotion and Appointment:

The scientific council which is under the vice rectorate of postgraduate studies and scientific research is responsible for the academic, research, studies and publishing faculty affairs. The council consists of 4 units namely, promotion, appointment, sabbatical leave, and studies, development, and publishing units.

Among the roles of the council:

- Recommendation of appointment of faculty in the university.
- Responsible of promotion of the faculty according to the role set by the higher education ministry.
- Responsible for approving sabbatical leave and attending scientific workshops.
- For more information about the scientific council [click here](#)
- For information about the policies governing the academic affair including appointment and promotion [click here](#)
- For more information about the general regulation governing the faculty [click here](#)
- To read the Guide for electronic services of the council [click here](#).

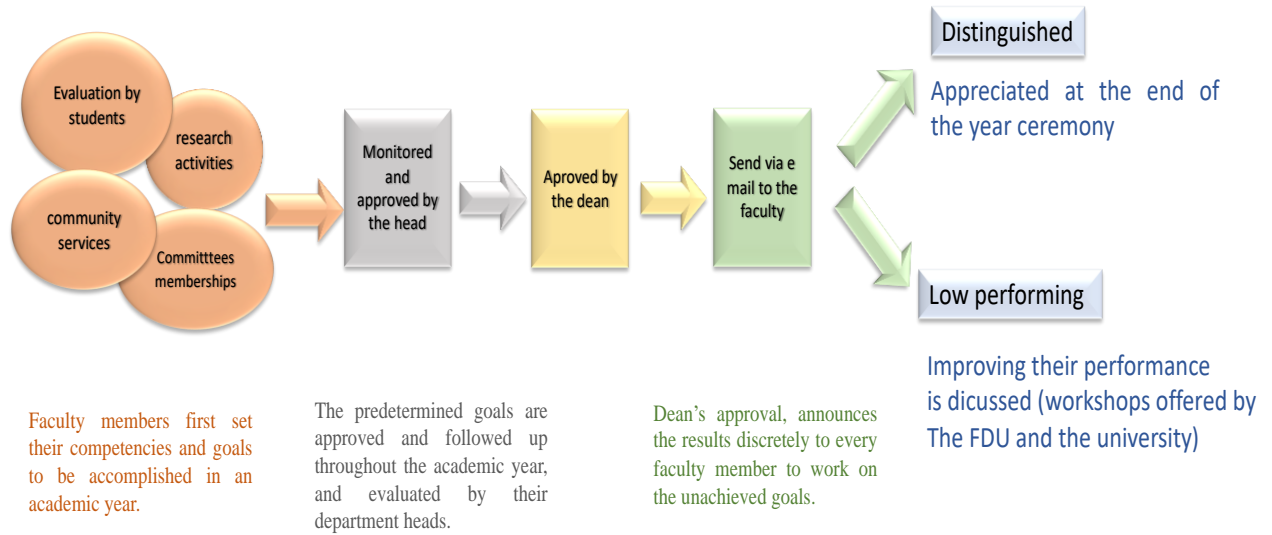


13. Faculty Performance Evaluation:

The performance of the faculty is continually monitored to ensure effective delivery of high quality administrative and academic duties. This is accomplished by clear faculty evaluation policies. Specific forms for evaluation of staff member by their heads are used, whose domains include efficiency as an educator, research contribution, and community services. In addition, students evaluate the staff via specific form. The research activities of staff members are regularly evaluated. The results of the evaluation are sent to each faculty discretely via E-mail at the end of each academic year. Heads of the departments discuss the results of the evaluation with low performing faculty to guide them to improve their performance, by directing them to the appropriate way for effectively developing their academic, administrative and/or research skills through attending the workshops offered freely by the faculty development unit also by different Vice-Rectorates and Deanships of the University. On the other hand, highly scoring staff members are appreciated during the end of year ceremonies. A more developed tool of faculty evaluation was recently created by the institution, where the faculty members first set their competencies and goals to be accomplished in an academic year, that is approved and followed up throughout the academic year by their department heads, who eventually evaluates the percentage of goals achieved by the end of the year and, after the Dean's approval, announces the results discretely to every faculty member to work on the unachieved goals. The whole procedure is done electronically through "Methaq" system.



Faculty Performance Profile and its evaluation process



The whole procedure is done electronically through “Methaq” system, replacing the previously evaluation form filled by the head of the department at the end of the academic year.

The faculty performance is analysed, interpreted and evaluated against specific performance indicators set by the university and based on this a strategic and operational plan is set.

For more information about the college [click here](#)